SENATE RULES—TABLE OF CONTENTS

RULE ONE

OFFICERS, SENATORS, EMPLOYEES, AND ETHICS

Part One-Officers of the Senate

- 1. 1—Election of the President, President Pro Tempore, President Designate, President Pro Tempore Designate, Minority Leader, and Minority Leader Pro Tempore; designation of Majority Leader
- 1. 2—Calling the Senate to order
- 1. 3—The President's control of chamber, corridors, and rooms
- 1. 4—The President's signature; questions of order; travel
- 1. 5—Appointment of committees
- 1. 6—The President's vote
- 1. 7-Vacating chair; duties of President Pro Tempore
- 1. 8—Election of the Secretary of the Senate
- 1. 9—Secretary's duties at organization session
- 1.10—Duties generally; keeps Journal
- 1.11—Prepares daily calendar
- 1.12—Reads papers; calls roll
- 1.13-Attests to warrants and subpoenas; certifies passage
- 1.14—Prepares printed forms
- 1.15—Examines legal form of bills for introduction
- 1.16—Indexes bills
- 1.17—Transmits bills to House of Representatives
- 1.18—Receives and delivers for reading messages from House; summaries of House amendments to Senate bills
- 1.19—Sergeant at Arms; election and duties

Part Two-Senators

- 1.20—Attendance and voting
- 1.21—Excused absence
- 1.22—Senate papers left with Secretary
- 1.23—Members deemed present unless excused
- 1.24—Contested seat
- 1.25—Facilities for members
- 1.26—Nonlegislative activities
- 1.27—Transition from office

Part Three—Employees of the Senate

- 1.28—Dismissal of employees; services of spouse
- 1.29—Employees forbidden to lobby
- 1.30—Duties and hours
- 1.31—Absence without permission
- 1.32—Political activity
- 1.33—Secretary; supervision of employees
- 1.34—Sergeant at Arms; supervision of employees

Part Four-Legislative Conduct and Ethics

- 1.35—Legislative conduct
- 1.36—Improper influence

- 1.37—Conflicting employment
- 1.38—Undue influence
- 1.39—Disclosure and disqualification
- 1.40—Senate employees and conflicts
- 1.41—Advisory opinions
- 1.42-Violations; hearings, penalties

Part Five-Public Meetings and Records

- 1.43—Open meetings
- 1.44—Notice required for certain meetings
- 1.45—Violations of rules on open meetings and notice
- 1.441—Constitutional requirements concerning open meetings
- 1.442—Legislative records
- 1.443—Committee on Reapportionment

RULE TWO

COMMITTEES, OFFICERS, MEMBERS, VOTING, MOTIONS, DECORUM, AND DEBATE

Part One—Committees—Organization, Duties, and Responsibilities

- 2. 1—Standing committees; standing subcommittees
- 2. 2—Powers and responsibilities of committees
- 2. 3—Committee reports
- 2. 4—Committee staffing
- 2. 5—Committee utilization of federal funds
- 2. 6—Notice of committee meetings
- 2. 7—Bills recommitted
- 2. 8—Notice of hearing; publication
- 2. 9—Committee meetings; committee meetings after 50th day
- 2.10—When, where committees meet
- 2.11—Attendance by sponsor of bill
- 2.12—Order of business
- 2.13—Open meetings
- 2.14—Time for consideration of bills
- 2.15—Standing committee duties in deliberation
- 2.16—Standing subcommittee reports
- 2.17—Quorum of committee
- 2.18—Prefiled bills
- 2.19—Conference committee in deliberation

Part Two-Committees-Officers

- 2.20-Appointment of Chairman and Vice-Chairman
- 2.21—Calling committee to order
- 2.22—Chairman's control
- 2.23—Chairman's authority; appeals
- 2.24—Chairman, Vice-Chairman; vote
- 2.25—Temporary alternate to Chairman
- 2.26—Vice-Chairman's duties

Part Three—Committees—Members

2.27—Members' attendance, voting, proxy

Part Four-Committees-Voting

- 2.28—Taking the vote
- 2.29—Pairing prohibited
- 2.30—Casting vote for another
- 2.31—Explanation of vote

Part Five-Committees-Motions and Precedence

- 2.32—Motions; how made, withdrawn
- 2.33—Motions; precedence
- 2.34—Division of question
- 2.35—Reconsideration generally
- 2.36—Reconsideration; vote required
- 2.37—Reconsideration; debate allowed
- 2.38—Reconsideration; collateral matters

Part Six—Committees—Amendments

- 2.39—Amendments; form, notice, manner of consideration
- 2.40—Sequence of amendments to amendments
- 2.41—Striking all after enacting clause
- 2.42—Amendment by section
- 2.43—Senate amendments to House bills
- 2.44—Amendments by another committee

Part Seven-Committees-Decorum and Debate

- 2.45—Decorum and debate
- 2.46—Chairman's power to recognize
- 2.47—Interruptions; when allowed
- 2.48—Speaking rights
- 2.49—Time for debate
- 2.50—Limitation on debate
- 2.51—Priority of business
- 2.52—Questioning right to vote
- 2.53—Appeals
- 2.54—Appeals debatable

RULE THREE

BILLS, RESOLUTIONS, AND MEMORIALS

- 3. 1—Bill backing and number of copies
- 3. 2—Form of bills
- 3. 3—Form of local bills
- 3. 4—Form of joint resolutions
- 3. 5—Form of memorials
- 3. 6—Form of resolutions; Senate and concurrent
- 3. 7—Introduction during session
- 3. 8—Prefiled bills
- 3. 9—Printing of bills
- 3.10—Identification of bills
- 3.11—Companion measures
- 3.12—Introducers of bills
- 3.13—Fiscal notes

RULE FOUR

ORDER OF BUSINESS AND CALENDAR

- 4. 1—Sessions of the Senate
- 4. 2—Quorum
- 4. 3—Daily order of business
- 4. 4—Committee of the whole
- 4. 5—Conference committee report
- 4. 6—Reference generally; final days for introduction of bills and resolutions
- 4. 7—Reference to more than one committee; effect
- 4. 8—Reference of bills affecting appropriations, revenue, retirement, or county or municipal spending
- 4. 9—Reference of resolutions and veto messages
- 4.10-Reference to different committee or removal
- 4.11—Papers of miscellaneous nature
- 4.12—Reading of bills and joint resolutions
- 4.13—Reading of concurrent resolutions and memorials
- 4.14—Reading of Senate resolutions
- 4.15—Referral or postponement on third reading
- 4.16—Consideration out of regular order
- 4.17—Special order calendar; consent calendar
- 4.18—Calendar of local bills
- 4.19—Order after second reading
- 4.20—Enrolling
- 4.81—Claim bills

RULE FIVE

VOTING

- 5. 1—Taking the yeas and nays
- 5. 2—Change of vote
- 5. 3—Casting vote for another
- 5. 4—Pairing
- 5. 5—Explanation of vote
- 5. 6—Election by ballot

RULE SIX

MOTIONS AND PRECEDENCE

- 6. 1—Motions; how made, withdrawn
- 6. 2—Motions; precedence
- 6. 3—Division of question
- 6. 4—Reconsideration generally
- 6. 5—Reconsideration; vote required
- 6. 6—Reconsideration; debate
- 6. 7—Reconsideration; collateral matters and procedural motions
- 6. 8—Reconsideration; Secretary to hold for period
- 6. 9—Motion to indefinitely postpone

RULE SEVEN

AMENDMENTS

- 7. 1—General form; notice; manner of consideration
- 7. 2—Adoption
- 7. 3—Sequence of amendments to amendments
- 7. 4—Striking all after enacting clause
- 7. 5—Amendment by section
- 7. 6—Printing in Journal
- 7. 7—Senate amendments to House bills
- 7. 8-House amendments to Senate bills
- 7. 9—House refusal to concur in Senate amendment

RULE EIGHT

DECORUM AND DEBATE

- 8. 1—Decorum and debate
- 8. 2—Presiding officer's power of recognition
- 8. 3—Interruptions; when allowed
- 8. 4—Senator speaking, rights
- 8. 5—Limit on speaking
- 8. 6—Limitation of debate
- 8. 7—Points of order, parliamentary inquiry, definitions
- 8. 8—Questioning right to vote
- 8. 9—Appeals
- 8.10—Appeals, debatable
- 8.11—Questions of privilege

RULE NINE

LOBBYING

- 9. 1—Those required to register
- 9. 2-Method of registration
- 9. 3—Registration, exception
- 9. 4—Obligations of lobbyist
- 9. 5—Periodic reports required
- 9. 6—Advisory opinions
- 9. 7—Compilation of opinions; list of lobbyists
- 9. 8—Penalties for violations
- 9. 9—Secretary to provide forms
- 9.10—Committees to be diligent

RULE TEN

CHAMBER OF THE SENATE

- 10. 1—Persons entitled to admission
- 10. 2—Exception
- 10. 3—Admission of press by President
- 10. 4—Recognition of guests

- 10. 5—Attire
- 10. 6—Gallery

RULE ELEVEN

CONSTRUCTION AND WAIVER OF RULES

- 11. 1—Interpretation of Rules
- 11. 2-Waiver and suspension of Rules
- 11. 3—Changes in Rules
- 11. 4—Majority action
- 11. 5—Uniform construction
- 11. 6—General

RULE TWELVE

EXECUTIVE SESSIONS, APPOINTMENTS, SUSPENSIONS, AND REMOVALS

Part One-Executive Sessions

- 12. 1—Executive session; authority
- 12. 2—Executive session; purpose
- 12. 3-Executive session; vote required
- 12. 4—Work product confidentiality
- 12. 5—Separate Journal
- 12. 6-Violation of Rule

Part Two-Appointments, Suspensions and Removals

- 12. 7—Procedure
- 12. 8—Special Master; appointment
- 12. 9-Special Master; floor privilege
- 12.10—Issuance of subpoenas and process
- 12.11—Rule takes precedence

RULE THIRTEEN

SPECIAL SESSION

- 13. 1—Applicability of Senate Rules
- 13. 2—Sessions of the Senate
- 13. 3—Committee meetings; schedule, notice
- 13. 4—Delivery for introduction
- 13. 5—Committee reports
- 13. 6—Conference committee reports
- 13. 7—Reconsideration
- 13. 8—Special order calendar

RULE FOURTEEN

SEAL AND INSIGNIA

14. 1—Seal and insignia